

## How to Use the CLT07, Clothing, Uniforms, Footwear, Accessories, and Personal Care Products Contract

<b>Contract #:</b> CLT07	<b>Contract Duration:</b> 4/1/2016 – 4/30/2017
<b>MMARS #:</b> CLT07*	<b>Options to Renew:</b> None
<b>Contract Manager:</b>	Stephen Lyons – 617-720-3373 <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a>
<b>This contract contains:</b>	Supplier Diversity Office (SDO) Contractors, Environmentally Preferable Products (EPP), and Prompt Payment Discount (PPD)
<b>UNSPSC:</b>	53-10-00; 53-10-23; 53-10-24; 53-10-25; 53-10-26; 53-10-27; 53-10-29; 53-11-00; 53-13-00
<b>Last change date:</b>	<b>January 3, 2017</b>

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## Contract Summary

This is a cooperative contract between the Commonwealth of Massachusetts and the State of Connecticut for **Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies**, for which Massachusetts is the lead state. This contract includes other related clothing items, with awards covering 15 categories as listed below.

## Contract Categories

- |                   |   |
|-------------------|---|
| 1 – Uniforms      | 9 – Personal Care Hygiene Supplies                |
| 2 – Athletic Wear | 10 – Clothing Rental                              |
| 3 – Footwear      | 11 – Environmentally Preferable Uniforms Clothing |
| 4 – Hosiery       | 12 – Miscellaneous Items/Services                 |
| 5 – Hospital Wear | 13 – MSP and DOC Uniforms                         |
| 6 – Nightwear     | 14 – CT State Police Stratton Hats                |
| 7 – Outerwear     | 15 – Inventory Tracking and Management Services   |
| 8 – Underwear     |   |

## Benefits and Cost Savings

- Contract pricing REVISED to reflect an MSRP (Manufacturers Suggested Retail Price) less a percent,
- More items are available under the MSRP discount pricing without all items being shown,
- Items not listed are available from the referenced catalog at the same discount listed for a category,
- Volume discounts vary based on manufacturers and extended to those ordering,
- Orders can be aggregated by the Contractor for volume discounts – contact your Contractor.

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.



## Pricing and Purchase Options

**Purchase Options:** Purchases will be direct, outright purchases with no delivery charges. Comparing prices against other Contractors for the same or similar products is suggested and represents good purchasing practice. Contractor price files may be found within their respective catalogs in COMMBUYS. For specific pricing information it may be necessary to contact the Contractor directly. For volume discounts also contact the Contractor directly.

Pricing is focused more on a discount percent from a catalog price list, while a few Contractors remain at a cost plus structure. Items not listed on the Contractor's price list are available at the same discount or mark up for the category being purchased from with the same conditions as for items listed.

## Massachusetts Correctional Industries (MassCor)

MassCor is an awarded Contractor for all categories under CLT07.

**Executive Agency buyers are required to solicit quotes from MassCor on any CLT07 order.**

## Environmentally Preferable Products on CLT07

Category 11 of this contract includes "environmentally preferable clothing." Items in this category may be made with recycled materials (e.g. recycled polyester and/or PET plastic); such items also may be made with organically grown cotton, be bleached without the use of chlorine, or similar environmental attribute. Such products typically represent a significant energy savings in the manufacturing process and may not require dry cleaning, which may help reduce the use of toxic chemicals. Contact Contractors to request additional information on the products provided.



## Where to Obtain Important Contract Information

Contract users may access CLT07 documents and information from [COMMBUYS](#). Each Contractor has a unique Master Blanket Purchase Order (MBPO) page for this contract. In addition to Contractor specific MBPOs, there is a “vCurrent” MBPO which holds the CLT07 RFR and other contract information (MBPO C129413-vCurrent). You may access this by searching for “**CLT07**” in the instructions below. The direct link to the public view of the vCurrent MBPO can be accessed here: [C129413-vCurrent](#)

### How to find CLT07 MBPOs in COMMBUYS from Public View:

1. Click on “Contract & Bid Search”
2. Select “Contracts/Blankets”
3. Enter “**CLT07**” in the “Contract/Blanket” Description field
4. Click “Find It”
5. Click on a Contractor MBPO link

### How to find Contractors and products in COMMBUYS if you are logged in:

1. Sign into COMMBUYS
2. Type “**CLT07**” into the search bar at the top of the page
3. Select “Contract/Blankets” in the drop-down menu that displays “Catalog”
4. Click the magnifying glass to search.
5. Click on the Contractor MBPO link

**OR**

1. Sign into COMMBUYS
2. Click “Advanced” at the top of the page, to the right of the search bar
3. Select Document Type “Contracts/Blankets”
4. Type “**CLT07**” into the “Description” and click “Search” or hit enter
5. Click on the Contractor MBPO link

### How to place an order in COMMBUYS:

Once your selection(s) have been made, a Purchase Order, called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for “How to Create a Release Requisition and Purchase Order” can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).

### COMMBUYS Line Items

Each MBPO for this contract is setup in COMMBUYS with category line items at \$0.00. When you create your Release Requisition in COMMBUYS you will need to change the dollar amount to the quoted dollar amount you will pay for your Purchase Order. You should also edit the item description at this time to include the quote number, product information, or any other type of note you wish to add to the order.



## How to Purchase in COMMBUYS

This section is intended to provide guidance for purchasing items from statewide contract CLT07. For general guidance regarding COMMBUYS, please utilize OSD's training resources at <http://www.mass.gov/osd>. For specific guidance on how to order from the Inventory Tracking and Management Services category, please see [page 7](#) of this guide.

CLT07 is now a \$0.00 line item catalog. In order to get pricing a buyer should contact Contractors to obtain quotes. Contractors have created price files to be used as a reference. Each price file can be found on the C129413-vCurrent MBPO, and will be found on each Contractor's respective MBPO as well. A master price file has also been created to help identify Contractors by category, manufacture, and the discounts they offer from MSRP.

Each Contractor MBPO has one \$0.00 line item per category they provide under CLT07. Buyers should enter the quoted price into the line item and edit the description to include the quote or a description of what is being ordered.

To begin, create a new requisition.

1. In the drop-down menu for Requisition Type, be sure to select "Release", and then click "Save and Continue".
2. Click the "Item" tab, and then click "Search Items".
3. Click to expand the Advanced Search, and then type "CLT07" into the "Description" field.
  - a. Search the item's description by typing your query in the "Item Description" field. Line item descriptions are filled in with keywords for each category, as well as the category title itself (ex: "socks" will return any line item that contains "socks", while "CLT07 Uniforms" will return specifically line items for Contractors that sell uniforms).
  - b. Search by Description ("CLT07") and include Contractor Name to return each line for a Contractor.
4. Select the line item you wish to use, change the quantity to from 0 to 1, and click "Add to Req & Exit" to add that line item to your requisition.
5. Click "Enter Info" to revise the \$0.00 line item.
  - a. Edit the price based on your quote from the Contractor.
  - b. Edit the description to include information for the sale, such as the quote number or additional information.
6. Once you have edited your items to reflect the price you will pay the Contractor, click "Save & Continue"
7. Review content on each tab to ensure the requisition meets your organization's needs.
8. Submit the requisition for approval.

For repeat orders open a previous order, navigate to the bottom of the order, and click "Clone PO" to populate the old information to a new order.

For additional COMMBUYS information, such as help creating a Release Requisition, visit our [Job Aids for Buyers](#).



## Master Price File on COMMBUYS

A CLT07 Master Price File is now available on COMMBUYS under the vCurrent MBPO (“Conversion Vendor”). On this MBPO you will find a price file for each Contractor (file will also appear on respective Contractor’s MBPO). In addition to the individual price files you will find a master price file (“CLT07 Master Price File (Date) – Use to compare all MA Contractors and categories”). This master price file is a compilation of all Massachusetts Contractors, their categories, and the discount they offer from the manufacturer MSRP. Contractors who only sell in Connecticut were not included. Contractors that do not have a clear discount percentage are noted that you must contact the Contractor. Contractors with varying discounts have a note to reflect that the discount is an average of the discounts they offer from the manufacturer. There is no bulk discount pricing information included in the master price file. To get information on bulk discounts you must contact the Contractor(s) directly.

The master price file is meant to be a reference material and tool for aiding a buyer in the selection of a Contractor. For additional questions the buyer is always recommended to contact the Contractor directly.

Link to C129413-vCurrent MBPO on COMMBUYS: [C129413-vCurrent](#)



## NEW CLT07 Category: Inventory Tracking and Management Services

This section is intended to provide guidance for using the new CLT07 category for Inventory Tracking and Management Services (ITMS). This new category provides buying entities an opportunity to have Contractor dedicated inventory tracking and management services.

This new contract category is exclusive to sales through an inventory tracking and management service. **ONLY SALES THROUGH A CONTRACTOR SUPPORTED MANAGEMENT SYSTEM ARE PERMITTED. ALL OTHER PURCHASES MUST GO THROUGH THE OTHER AWARDED CATEGORIES.** If you have questions about this category contact the contract manager.

This category is designed to allow the Contractor to perform the duties of account management, which may include, but is not limited to:

- setting up multiple employee profiles under a single entity
- set employee spend allowances
- track employee spend against allowances
- handle multiple ship-to locations for entity employees
- handle returns/cancelations
- design customized shopping lists prescribed to employees by the entity
- provide online catalogs and printed catalogs
- provide entity defined reporting
- provide entity defined billing/invoicing structure

## CLT07 ITMS RPA Release on COMMBUYS

This contract category has RPA Release functionality enabled in COMMBUYS to allow contract users to pay for goods and services rendered during the timeframe negotiated between the buying entity and Contractor. The buying entity will negotiate a reporting timeframe with the Contractor and will make payments to the Contractor based on the reports/invoices received. RPA Release will allow buying entities to issue the payment to the Contractor through COMMBUYS based on periodic invoicing as determined between the purchasing entity and the Contractor, as opposed to a purchase order issued with a pre-set purchase amount.

Once an invoice is received, follow the directions in the RPA Release Job Aid located at [Job Aids for Buyers](#) in entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in Release Requisition Job Aid until you come to the Search field in the “Items” tab.
2. In the “Items” tab search field type in the following to get the items: contract description “CLT07” and Contractor name “Proforma.”
3. Select the catalog line item.
4. Accurately input the sales data from the Contractor report(s)/invoice(s) into the zero dollar line item.
5. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
6. Attach scans of all reports pertaining to order placement, the receipt of goods or services, and the final invoice in the “Attachments” section.
7. The reported amount/final invoice amount should match the Release Requisition total on the Summary tab. Enter only one invoice per Release Requisition.



## Contractor List and Contact Information

This list provides a phone number and email address for each Contractor on CLT07.

Contractor	Phone Number	Email
All Sports - Heroes Uniforms	978-452-1976 ext. 352	<a href="mailto:mmcatamney@allsportsheroes.com">mmcatamney@allsportsheroes.com</a>
Andrea's Police Supply	508-821-5815 ext. 101	<a href="mailto:jvthayer@andreaspolicesupply.com">jvthayer@andreaspolicesupply.com</a>
Aramark Uniforms	800-785-2299 ext. 713119	<a href="mailto:diane.macmillan@uniform.aramark.com">diane.macmillan@uniform.aramark.com</a>
Bob Barker Company, Inc.	800-334-9880	<a href="mailto:bidnotices@bobbarker.com">bidnotices@bobbarker.com</a>
Company Store, Inc.	508-646-0071	<a href="mailto:uniforms@costu.comcastbiz.net">uniforms@costu.comcastbiz.net</a>
Darter Specialties, Inc.	203-699-9805	<a href="mailto:alice@darterpress.com">alice@darterpress.com</a>
Doughboy Police and Fire Supply	617-282-2677	<a href="mailto:info@doughboyuniforms.com">info@doughboyuniforms.com</a>
Fairfield Uniform Co. (CT Only)	203-335-9941	<a href="mailto:fairfielduniform@aol.com">fairfielduniform@aol.com</a>
First Defense Supply	978-343-0019	<a href="mailto:javerso@firstdefensesupply.com">javerso@firstdefensesupply.com</a>
Graphics Productions, Inc.	781-749-8828	<a href="mailto:graphicspro@msn.com">graphicspro@msn.com</a>
Guardian Uniform and Supply	413-858-8880	<a href="mailto:terry@guardianuniform.com">terry@guardianuniform.com</a>
Horwitz Uniforms (CT Only)	203-931-9700 ext. 301	<a href="mailto:rhowitz@horwitzuniforms.com">rhowitz@horwitzuniforms.com</a>
Keefe Group	732-509-0127	<a href="mailto:lpalmisano@keefegroup.com">lpalmisano@keefegroup.com</a>
Kenai Sports, LLC	617-651-0697	<a href="mailto:cbogoian@kenaisports.com">cbogoian@kenaisports.com</a>
MassCor*	508-850-1070 ext. 1071	<a href="mailto:denise.raynor@state.ma.us">denise.raynor@state.ma.us</a>
MG Products, LLC	978-352-5042	<a href="mailto:leanne@mgproducts.net">leanne@mgproducts.net</a>
OD Taragin & Bros.	410-276-7570	<a href="mailto:odtar@erols.com">odtar@erols.com</a>
Proforma Eagle Print & Promotion	781-545-5356	<a href="mailto:jackm.foley@proforma.com">jackm.foley@proforma.com</a>
Razz-m-Tazz Promotions, LLC	978-874-0502	<a href="mailto:gail@razz-m-tazz.com">gail@razz-m-tazz.com</a>
Security Uniforms, Inc.	860-224-1773	<a href="mailto:security-uniforms@snet.net">security-uniforms@snet.net</a>
Tracy's Products, LLC	203-787-2013	<a href="mailto:tracysproducts@aol.com">tracysproducts@aol.com</a>
Trippi's Uniforms	508-755-4721	<a href="mailto:trippisuniforms@townisp.com">trippisuniforms@townisp.com</a>
Uniforms Manufacturing, Inc.	480-368-9316 ext. 102	<a href="mailto:emily@umidirect.com">emily@umidirect.com</a>

**Contract categories are broken down by Contractor on the next page (page 8).**

**For links to each Contractor MBPO on COMMBUYS please see page 10.**

\* MassCor is an awarded Contractor for all categories under CLT07.  
Executive Agency buyers are required to solicit quotes from MassCor on any CLT07 order.

# CLT07 Contract User Guide

## Vendor Categories

	1 - Uniforms	2 - Athletic	3 - Footwear	4 - Hosiery	5 - Hospital	6 - Nightwear	7 - Outerwear	8 - Underwear	9 - Hygiene	10 - Rental	11 - EPP	12 - Misc.	13 - MA Police	14 - CT Police	15 - ITMS
All Sports - Heroes Uniforms	X	X	X		X		X					X			
Andrea's Police Supply	X		X	X			X	X				X	X		
Aramark Uniforms	X	X	X				X					X	X	X	
Bob Barker Company, Inc.	X	X	X	X		X	X	X	X			X	X	X	
Company Store, Inc.	X		X		X							X			
Darter Specialties, Inc.	X	X			X		X					X			
Doughboy Police and Fire Supply	X		X	X			X	X				X	X		
Fairfield Uniform Co. (CT Only)	X		X				X								
First Defense Supply	X		X	X		X	X	X				X	X		
Graphics Productions, Inc.	X	X	X	X	X	X	X	X				X			
Guardian Uniform and Supply	X	X	X	X			X	X				X			
Horwitz Uniforms (CT Only)	X		X				X					X			
Keefe Group			X			X	X	X	X						
Kenai Sports, LLC											X				
MassCor*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MG Products, LLC	X	X					X		X		X	X			
OD Taragin & Bros.	X	X	X	X	X	X	X	X				X			
Proforma Eagle Print & Promotion															X
Razz-m-Tazz Promotions, LLC	X	X		X	X	X	X	X	X		X	X	X	X	
Security Uniforms, Inc.	X														
Tracy's Products, LLC									X						
Trippi's Uniforms	X		X		X		X					X			
Uniforms Manufacturing, Inc.	X	X	X	X	X		X	X				X			

\* MassCor is an awarded vendor for all categories under CLT07.

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## Contractor MBPO Links

Each Contractor is listed with their category/categories and a link to the public version of their COMMBUYS MBPO. Clicking on a Contractor MBPO link will allow you to review the Contractor's MBPO as well as download the Contractor's price file. Buyers wishing to request quotes or send purchase orders through COMMBUYS will need to log into COMMBUYS and locate Contractor MBPOs through the instructions on page 4 in this user guide.

Contractor	Category	MBPO (public view)
All Sports – Heroes Uniforms	1, 2, 3, 5, 7, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005164">PO-16-1080-OSD03-SRC3-00000005164</a>
Andrea's Police Supply	1, 3, 4, 7, 8, 12, and 13	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005344">PO-16-1080-OSD03-SRC3-00000005344</a>
Aramark Uniforms	1, 2, 3, 7, 12, 13, and 14	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005162">PO-16-1080-OSD03-SRC3-00000005162</a>
Bob Barker Company, Inc.	1, 2, 3, 4, 6, 7, 8, 9, 12, 13, and 14	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005393">PO-16-1080-OSD03-SRC3-00000005393</a>
Company Store, Inc.	1,3, 5, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005392">PO-16-1080-OSD03-SRC3-00000005392</a>
Darter Specialties, Inc.	1, 2, 5, 7, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000004989">PO-16-1080-OSD03-SRC3-00000004989</a>
Doughboy Police and Fire Supply	1, 3, 4, 7, 8, 12, and 13	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005124">PO-16-1080-OSD03-SRC3-00000005124</a>
Fairfield Uniform Co. (CT Only)	1, 3, and 7	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005161">PO-16-1080-OSD03-SRC3-00000005161</a>
First Defense Supply	1, 3, 4, 6, 7, 8, 12, and 13	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005348">PO-16-1080-OSD03-SRC3-00000005348</a>
Graphics Productions, Inc.	1, 2, 3, 4, 5, 6, 7, 8, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005346">PO-16-1080-OSD03-SRC3-00000005346</a>
Guardian Uniform and Supply	1, 2, 3, 4, 7, 8, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005349">PO-16-1080-OSD03-SRC3-00000005349</a>
Horwitz Uniforms (CT Only)	1, 3, 7, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005526">PO-16-1080-OSD03-SRC3-00000005526</a>
Keefe Group	3, 6, 7, 8, and 9	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005524">PO-16-1080-OSD03-SRC3-00000005524</a>
Kenai Sports, LLC	11	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005066">PO-16-1080-OSD03-SRC3-00000005066</a>
MassCor*	*may offer all categories*	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005579">PO-16-1080-OSD03-SRC3-00000005579</a>
MG Products, LLC	1, 2, 7, 9, 11, and 12	<a href="https://www.mass.gov/info-details/PO-15-1080-OSD03-SRC3-00000002057">PO-15-1080-OSD03-SRC3-00000002057</a>
OD Taragin & Bros.	1, 2, 3, 4, 5, 6, 7, 8, 12, 13, and 14	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005121">PO-16-1080-OSD03-SRC3-00000005121</a>
Proforma Eagle Print & Promotion	15	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000006969">PO-16-1080-OSD03-SRC3-00000006969</a>
Razz-m-Tazz Promotions, LLC	1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, and 14	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005391">PO-16-1080-OSD03-SRC3-00000005391</a>
Security Uniforms, Inc.	1	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005123">PO-16-1080-OSD03-SRC3-00000005123</a>
Tracy's Products, LLC	9	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000004998">PO-16-1080-OSD03-SRC3-00000004998</a>
Trippi's Uniforms	1, 3, 5, 7, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005125">PO-16-1080-OSD03-SRC3-00000005125</a>
Uniforms Manufacturing, Inc.	1, 2, 3, 4, 5, 7, 8, and 12	<a href="https://www.mass.gov/info-details/PO-16-1080-OSD03-SRC3-00000005160">PO-16-1080-OSD03-SRC3-00000005160</a>

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OPERATIONAL SERVICES DIVISION

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## Strategic Sourcing Services Team Members

### Massachusetts

Stephen Lyons, Operational Services Division

Kimberly DeSiata, Department of Children & Families (State Police)

Michael Dix, Department of Correction

Jason Silva, Department of Conservation and Recreation

### Connecticut

Marisol Rivera, Department of Administrative Services